

**Tentative Map: CONDO CONVERSION**

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$2,560	4900
DPLU ENVIRONMENTAL		\$630		2600
DPW ENGINEERING			\$7,280	4900
DPW INITIAL STUDY REVIEW			\$245	
STORMWATER			\$1,425	
DEH	SEPTIC/WELL			
	SEWER		\$1,088	
DPR				
<b>INITIAL DEPOSIT</b>				
<b>\$12,140</b> (sewer)				
<b>\$13,228</b> (septic/well)				

VIOLATION FEE None

\* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

If "B" or "D" Special Area Regulation; must comply with Site Plan regulations and submit a Site Plan concurrently with Condo Map.

**- Please read and follow instructions Step by Step!! -**

**Step 1:**

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

--- Maps

- [126 Acknowledgement of Filing Fees and Deposits](#)
- [251 Acknowledgement of pending General Plan Update](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [394 Preliminary Floodplain Evaluation Form](#)
- [399F Fire Availability Form](#)
- [399S Sewer Availability Form](#)
- [399SC School Availability Form](#)
- [399W Water Availability Form](#)
- [514 Public Notice Package/Certification](#)
- [524 Vicinity Map/Project Summary](#)

**Step 2:**

**In addition to the electronic copies on CD**, all forms/plans listed under **(Step 2)** must be completed, signed and **submitted as Hardcopies**. Go to [DPLU Zoning Forms](#).

- Maps: **Eleven (11) hard copies.**
- 346 Discretionary Permit Application Form: **One (1) hard copy.**
- 524 Vicinity Map/Project Summary: **One (1) hard copy.**
- LUEG:SW Stormwater Intake Form for Development Projects: **Two (2) hard copies.**
- Public Notice package (see DPLU #313, for details)
  - a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
  - b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

***All forms listed below are informational only and shall not be submitted.***

***These are also available at: [DPLU Zoning Forms](#).***

- 298 Supplemental Public Notice Procedure
- 312 Condominium Conversion Applicant's Guide
- 372 Tentative Map Applicant's Guide
- 515 Public Notice Procedure
- 516 Public Notice Applicant's Guide
- 906 Signature Requirements
- Policy I-49 Distribution of Notification of Land Use Hearing
- ZC001 Defense and Indemnification Agreement
- ZC013 G-3 Determination of Legal Parcel

**This application requires an appointment to submit.  
To schedule or cancel appointments please call (858) 694-2262.**

### **NOTES:**

1. Please copy/save each study, report, plot plan, or map as a separate PDF document on the CD(s). Do not save PDF documents within PDF documents.
2. Save as many PDF documents as possible on each CD. Provide two (2) copies of each CD.
3. **Maps are to be stapled together in sets and folded to 8½" x 11" (Size of map: 1 or 2 sheets 18" x 26") with the lower right-hand corner exposed.**
4. Conversions of existing structures with no additional dwelling units proposed may be categorically exempt from CEQA (Section 15301 (k) or 15282 (f), therefore CEQA environmental exemption fees are required.
5. Ask whether the building has received final building inspection for occupancy.
6. A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.
7. At INTAKE, a copy of the Major Pre-Application letter from DPLU or a copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant. (**Techs:** Check KIVA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal).

9. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.
10. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into KIVA.